



**OPEN SESSION MINUTES**  
**BOARD OF DIRECTORS' MEETING**  
**Meadowlark Hall Community Center**  
**12975 Rolling Ridge Drive**  
**Tuesday, November 18, 2025 ~ 6:00 pm**

<b>BOARD MEMBERS</b>	<input type="checkbox"/> a__ Jay Cohen, President <input checked="" type="checkbox"/> x__ Dennis Verhagen, Vice President <input checked="" type="checkbox"/> x__ David Stolfus, Secretary <input checked="" type="checkbox"/> x__ Paul Stanton, Treasurer <input checked="" type="checkbox"/> x__ Vicki Fitch, Director <input checked="" type="checkbox"/> x__ Steve Troup, Director <input checked="" type="checkbox"/> x__ CJ Eversole, Director  Alfred Logan, General Manager Jeaneen Beam, Director of Admin & HR Nick Gonzalez, Director of Operations Cody Partridge, Interim Director of Public Safety Clint Summers, Director of Code Enforcement & Architectural Cherina Cohen, Community Engagement Specialist Mary Stapp, Interim Director of Finance
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1. CALL TO ORDER – Vice President Verhagen called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE was led by Vice President Verhagen

3. Roll call was taken and recorded.

4. TREASURERS REPORT

A. Treasurer’s Report Review

1. September 30, 2025
2. October 31, 2025

Motion by Stanton second by Fitch to table for lack of report and complete report. Motion passed.

5. EXECUTIVE SESSION SUMMARY – David Stolfus

Reviewed the Minutes Executive Session 10/27/25 – Tabled.

Member Discipline: Personal Appeal, Code Enforcement Citations, Public Safety Citations

Legal updates: Forensic Audit, Payment plan request Tabled, Settlement Proposal needed more info, Notice of Default, Collection Account under Legal Review, Non-Harassment/Mediation Board training, Correspondence to the Board Protocol, Board access to financial information, Board access to past & future legal correspondence & opinions.

Contracts: Consortium Contract, BAIs: 4BAIs - Action to be taken tonight, BVCC Liquor License, Policy updates - Operating Policy - Discussion  
Personnel: Staff Updates, Time Off approval process.

## 6. SECRETARY'S REPORT – Approval of Meeting Minutes

- A. Minutes Open Session Meeting October 28, 2025
- B. Minutes Open Session Special Meeting September 2, 2025  
(Tabled in September for clarification of publishing members names on minutes from legal counsel)
- C. Minutes Open Session Meeting September 23, 2025  
(Tabled in September for clarification of publishing members names on minutes from legal counsel)

Motion by Stolfus second by Fitch to table Items A, B, & C. Motion passed.

## 7. GOVERNMENT AGENCY REPORTS

- Representative San Bernardino County Fire
- Representative San Bernardino County Sheriff
- Representative Bill Walters SVL MAC-Municipal Advisory Council San Bernardino County

## 8. COMMITTEE REPORTS

- Architectural Committee - JoAnne Romero reported on the committee.
- Citation Committee – Mike Weis gave a report from the citation meeting.
- Communications Committee – No meeting was held due to the room used as a polling place.
- Community Event Team – No meeting was held due to the room used as a polling place.
- EQ Estates Committee – No representative present.
- Finance/Budget Committee – Terry Fitch gave an update of there status of the assignments approved on the CAIR by the Board.
- Lake Committee – No representative present.
- Code Enforcement Task Force –
- 5 Year Community Plan Task Force - Alfred Logan reported on the items being worked on by the task force.

## 9. PROPERTYOWNERS OPEN FORUM

**If you would like to speak during the Open Forum, you must fill out a card and hand it to the recording secretary no later than 6:05 PM. Each owner may address the board for up to 3 minutes. A director or manager may briefly respond to comments. Speakers must observe rules of decorum and not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If a speaker is in the middle of a sentence when time is called, they may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others.**

## 10. CONSENT CALENDAR - MOTION

Citations – Code Enforcement and/or Public Safety Contested and Uncontested Violations presented to the Board for Approval to issue Citation-Fine notices.

Motion by Stolfus second by Eversole. Motion passed.

### ***DISCUSSION AND ACTION ITEMS***

***If you would like to speak on an agenda item, please fill out a card and hand it to the recording secretary no later than 6:05 PM. You will have an opportunity to make comments or ask questions regarding discussion and action items that are on the agenda prior to the board president calling for a vote. The president of the board will call on you. There is a limit of 2 minutes per speaker.***

11. Median Maintenance After Arch Removal Between Francesca to Bear Valley Rd. Discussion/Action Request from the SVL-MAC Municipal Advisory Council San Bernardino County  
Motion by Stanton second by to direct the GM to draft a letter to the MAC Group that the association will Maintain the medium between Francesca and Bear Valley Road once the county landscapes the medium.  
Motion passed.

## 12. Policy Updates

### A. Operating Policy – Discussion Only

An executive committee was formed at the executive meeting. They will review the policy and bring the policy back to the board for approval to accept.

The Following Policies were accepted at the October 2025 Meeting. The policies are on the agenda for review or any updates.

Motion by Fitch second by Stanton to table Items B thru E listed below for the executive committee to review. Motion passed.

- B. Purchasing Procedures
- C. Reserve Investment Policy
- D. SVLA Credit Card Policy
- E. Records Retention Policy

## 13. Forensic Audit Updates

Stolfus reported that the forensic audit is currently being done.

## 14. Status on Proposals for Accounting – Firms Compared to In House

The status was given to the Board in the Executive Session.

## 15. Resolution to Record Subsequent Assessment Lien Alterra

- A. Acct 485331 APN# 0482-092-11-0000

Motion by Stolfus second by Troup to approve the Subsequent Lien Acct 485331 APN # 0482-092-11-0000. Motion passed.

16. Resolution to Record Lien Alterra

A. Acct 490723 APN# 0444-372-05-0000

Motion by Stolfus second by Stanton to approve the lien for Acct 490723 APN# 0444-372-05-0000. Motion passed.

17. Legal Opinion- Listing Names of Members on Minutes that Speak During the Board Meetings

As per legal counsel, names, addresses, subjects spoken about in Open Forum are not to be listed on the minutes. The same holds true for those that speak on agenda items. Members are not required to state their before they speak. They do need to fill out a card to speak during the board meeting.

18. Fee Schedule

Motion by Stanton seconded by Eversole to approve the Fee Schedule effective as of 11/18/2025. Motion passed.

19. Fine Schedule

Motion by Verhagen seconded by Eversole to table the Fine Schedule. Motion passed.

20. BAI 25-11-01 Board Action Item Rodent Control- Annual month to month Contract

Motion by Stolfus second by Troup to approve the contract for Field Tech Pest Solutions contract for rodent control at Meadowlark Park, Long Acres Park, and Playfair Park for FY 2025-2026 for \$6,790.00, account #5630-Grounds & Park Maintenance. Motion passed.

21. BAI 25-11-02 Addendum – IT, Cameras, and Radios Contract 1, 2, or 3 Years

BAI was submitted in October 2025 and approved subject to legal review and the inclusion of a cancellation policy.

Motion by second by to 1-Approve the contract with X Factor for fiscal year 2025-26 through fiscal year 2027-28, or three Years for \$68,700 annually for maintenance on the security cameras.

2-Approve the creation of a new budget line item #5782-Security Camera Service Contract and transfer \$68,700 from account #5780-Service Contracts.

Motion by Verhagen second by Eversole to accept. Motion passed.

22. BAI 25-11-04 Board Action Item Approval of Engagement Letter with Clifton, Larson, Allen LLP for Audit Services for Fiscal Years 2025, 2026, and 2027

Motion by Fitch second by Stolfus to approve the Professional Services Agreement with Clifton, Larson, Allen LLP for Audit Services for a term of two (2) years with the option of contracting for a third year, for a total of \$98,280. FY 2025 \$31,185., FY 2026 \$32,760., FY 2027 \$34,335., to conduct annual audit, technology and client support and tax preparation services. Motion passed.

23. BAI 25-11-05 Board Action Item Fish Stocking 2025-2026

Motion by Fitch second by Troup to approve the proposal from Jess Ranch Hatchery in the amount of \$26,375.00 for fish stocking services from November 2025 to January 2026, and to authorize funding from Line Item 5320 - Lake Stock/Fishery under the Lake, Marina & Equestrian budget. Motion passed.

24. BAI 25-11-06 Board Action Item EQ Hay Restock

Motion by Fitch second by Stanton to move to ratify and approve the invoice from Hemme Hay & Feed Inc in the amount of \$11,025.29 for hay purchased October 30, 2025, and authorize the expense to be charged to Line Item 5380-Horse Feed (Equestrian) under the Lake, Marina & Equestrian category. Motion passed.

25. BAI 25-11-07 Board Action Item Approval of Transfer of Funds from Reserve Fund to Operating Fund

Motion by Fitch second by Troup to the approval of the transfer of \$289,563 from the Reserve (Replacement) Fund to the Operating Fund to eliminate the Due To and Due From amounts recorded on October 31, 2024. Motion passed.

26. Reserve Study-Inaccuracies

An email from 11/06/2025 was resent to the Board. Motion by Fitch second by Verhagen to table to the December meeting. Motion passed.

27. CAIR Architecture Committee – Use of Decomposed Granite (DG), Dirt, and/or Wood Chips in a Landscaping Plan.

Motion by Stolfus second by Troup to approve the CAIR. Motion failed.

Motion by Fitch second by Eversole to give the CAIR back to the Arch Committee for clarification. Motion passed.

28. CAIR Architecture Committee – Use of Artificial Plants in a Landscaping Plan

Motion by Stolfus second by Stanton to approve the CAIR and put it out for 28-day comment period. Motion passed.

29. CAIR Finance Committee – Full Safety Comp Employer & Employee

Motion by Stolfus second by Fitch to approve the request. Motion passed.

30. ABC Liquor License/Bear Valley Country Club

Motion by Fitch second by Troup to table. Motion passed.

Motion by Fitch second by Troup to have Logan send all emails from the last 90 days regarding the sale of the liquor license for the country club to Fitch and Troup. Motion passed.

31. Community Center Sound System-Discussion

This item was tabled in September, October, and November of 2024, it was suggested the Finance Committee research sound systems.

The Finance Committee agreed to research a sound system for the community center.

32. ADA Update for the Association Office

Occupancy Permit: The county has given an extension of 90 days to complete the ADA walkway at the association office.

33. CASp Report Site Accessibility Evaluation Report

Logan stated the 5-year Task Force is researching this and looking a contact to help find what is reasonable for the association. And to help prioritize what needs to be done. Bids will be requested.

34. ADA Hearing Issues Request for Accommodations

Two headsets were purchased. The member that requested accommodations. We have made a reasonable attempt to help. Will try to have member try them at the next meeting.

35. Fishing Area #3

Motion by Stanton second by Eversole to open Fishing Area #3. Motion passed.

36. Homeowner Request Form Acct 468053

Motion by Fitch second by Troup to have staff put all the lake pictures together in the dropbox. Motion passed.

Motion by Verhagen second by Fitch to table the request form for legal opinion. Motion passed.

37. Community Requests for Contracts-Board Member Request

Discussion was for unanswered request for information forms. If a member did not receive answers on the request they submitted they need to contact the association office for the status.

38. Shade Structures Costs and RFP – Board Member Request

This item is on the budget along with the EQ restroom. Suggested that the bathroom be completed first to know how much money is left for the shade structures.

Motion by Fitch second by Troup for RFP for the shade structures. Fitch withdrew the motion.

GM was requested to bring the old bids back to the December meeting for the shade structures that was presented at a prior time. Also put them in the dropbox.

39. Legal Correspondence – Board Member Request

There was discussion on legal correspondence. No action was taken by the board.

Fitch requested the correspondence and legal opinion from Tinnelly that caused her to be removed as Treasurer on the board.

She also requested to see the contracts on the vehicle purchases.

40. Conflicts of Interest Requirements to Disclose – Board Member Request

This item is requested to be on the December 15<sup>th</sup> executive session agenda.

41. Lake Committee ZOOM vs. On-site Meetings – Board Member Request

This discussion will be moved to the December agenda for action. Stanton stated he will call the Fishing Committee Chairperson to designate a member of the committee to be on site at the community center for the meetings for members to attend.

42. Lake Coving RFP – Board Member Request

No discussion.

43. Violations of Protocol, By-Laws, Governing Documents – Board Member Request

Motion by Fitch second by Verhagen to table to December agenda. Motion passed.

44. Accounting of the Prizes, Gift Cards, Etc. – Board Member Request

Stapp will add the procedures for the above noted items to the policies.

45. BOARD CORRESPONDENCE

A. No Correspondence Submitted.

Open forum items will be added to Board Correspondence on the agenda for the following open session agenda.

46. BOARD OF DIRECTOR'S COMMENTS

Each Board member was called on for comments.

47. ADJOURNMENT

Meeting adjourned at 9:30 PM.

Approved by:

Board Secretary

